

CHARTER SCHOOL AUTHORIZER APPLICATION INSTRUCTIONS

**SEPTEMBER
2013**

Instructions for Completing the Charter School Authorizer Application for 2014 Approval

1. Guiding questions, instructions, and evaluation criteria are provided for each section of the application.
2. Title and number each section of the application.
3. Include the page number, district name, month and year in the header on each page.
4. Use a readable font and size.
5. Properly cite any sources that are referenced.
6. Be familiar with Washington's charter school law:
 - a. [Chapter 28A.710 RCW](#)
 - b. [Chapter 180-19 WAC](#)
7. For an application to be considered complete, it must include Part VI, Statement of Assurances, signed by the school board chair or president. [Statement of Assurances VI](#)
8. The original hard copy of the application must be received by SBE no later than **December 31, 2013** (WAC 180-19-130). Mail or hand-deliver the complete hard copy with original signatures to:

Washington State Board of Education
600 Washington St. S.E.
Olympia, WA 98504
9. Email the complete application to sbe@k12.wa.us no later than **December 31, 2013**.
10. The SBE must issue a decision approving or denying the application by **April 1, 2014** (WAC 180-19-040).
11. Direct your questions to sbe@k12.wa.us or (360) 725 – 6025.